Job Order Entry

General Information

1/27/2003

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Field JG-1: Job Title

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The title ofc the position available with the company.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-2: Employer ID

Submission Date: **NA**

Data Entry:

Code/Format: **Drop Down Box containing the Employer ID and
                                        Employer name listed in the system.**

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-3: Employer Name

Submission Date: **NA**

Data Entry:

Code/Format: **Automatic completion upon selection of Employer ID Field JE-2.**

Definition: **The name of the employer in the job database.**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-4: Site Location

Submission Date: **NA**

Data Entry: **Optional**

Code/Format:

Definition: **Geographic location of job.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-5: Address

Submission Date: NA

Data Entry: **Automatic can be modified. From field EG-3.**

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-6: Office/Suite Number

Submission Date: **NA**

Data Entry: **Automatic**

Code/Format:

Definition: **Office and suite number of the employer.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-7: City

Submission Date: **NA**

Data Entry: **Automatic**

Code/Format:

Definition: **The city that the employer is located in.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-8: State

Submission Date: NA

Data Entry: Automatic

Code/Format:

Definition: The state the employer is located in.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-9: Zip Code

Submission Date: **NA**

Data Entry: **Automatic**

Code/Format:

Definition: **The zip code of the emoplyer.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-10: Phone

Submission Date: **NA**

Data Entry: **Automatic**

Code/Format:

Definition: **The employer's telephone.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-11: Fax

Submission Date: NA

Data Entry:

Code/Format:

Definition: The employers fax number.

Common Entry Errors:

Programming Edits:

Report name in which this
field can be found/or is used:

Table name in which this
field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-12: Email Address (Delete)

Submission Date :   **NA**

Data Entry:

Code/Format:

Definition:

Common Entry Errors: **-**

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-13: Supervisor

Submission Date: NA

Data Entry:

Code/Format:

Definition: The first and last name of the immediate supervisor
                                        of the student. This is the name of the person listed
                                        in the training agreement.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None.

Future '03 – This will become a check box next to the contact person. More than one will be able
to be checked.

Field JG-14: Job Description

Submission Date: NA

Data Entry:

Code/Format:

Definition: Duties and responsibilities of the job or other
                           components specific to position.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-15: Status

Submission Date: NA

Data Entry:

Code/Format: v - Activated
                                              Blank – Inactive
                                              Default – Blank

Definition: v - 1.) Has a job available for student placement. B

                                                  2.) Employer is in partnership with school, or
                                                  regularly hires students on a regular basis or
                                                  provides job shadowing, w.e., advisory.

                                              Blank – Inactive in system. Or active, but not
                                              currently hiring.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-16: Job Type

Submission Date: NA

Data Entry:

Code/Format:

Definition: **The type of position the supervisor holds with the company (example: computer tech, clerical, graphics)**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-17: Date Received

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The date the job order was received from employer.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-18: Date Closed

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The date the information was recorded that indicated job was filled, eliminated, or inactiviated.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-19: Counselor

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **Placement person who seeks the job openings or enters and refers students to this job.**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

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Field JG-20: Agency (Delete)

Submission Date: **NA**

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-21: DOT Code

Submission Date: **NA**

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-22: Referral Type

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **How the counselor referred the student to the job.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type :

Comparable MEIS-SRSD field: None

Field JG-23: #Openings

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The number of openings for this job.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-24: Max Referrals (delete)

Submission Date: NA

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-25: Contact Person

Submission Date: **NA**

Data Entry: **Automatic**

Code/Format:

Definition: **Based on job type selected in Field JE-16: Job Type.
                                               Can be modified, will not impact what is on
                                               Employer Entry.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-26: Dept

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **Based on job type selected in Field JE-16: Job Type.**
                                        Can be modified, will not impact what is on
                                        Employer Entry.

Common Entry Errors:

Programming Edits:

Report name in which this
field can be found/or is used:

Table name in which this
field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-27: Job Type

Submission Date: NA

Data Entry:

Code/Format:

Definition: Based on job type selected in Field JE-16: Job Type.
                                   Can be modified, will not impact what is on
                                   Employer Entry.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-28: Phone

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **Based on job type selected in Field JE-16: Job Type.**
                                        Can be modified, will not impact what is on
                                        Employer Entry.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JG-29: Delete Contact Person (Button)

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **This button deletes the highlighted contact person for
                                              this job only. It does not delete the contact person for
                                              the Employer Add Entry.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None